



VISAYAS
STATE UNIVERSITY

OFFICE OF THE PRESIDENT

Visca Baybay City, Leyte 6521-A, Philippines

Phone/Fax: 565-0600 local 563-7323

Email Address: prpeo@vsu.edu.ph

Website: www.vsu.edu.ph

Notice of Step Increment Due to Length of Service

October 29, 2024

MR. LORBERT G. MAZO

Department of Agricultural and BioSystems Engineering
VSU, Visca, Baybay, Leyte

[Handwritten signature]

Dear Mr. Mazo:

Pursuant to Joint Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 1 s. 2012 dated September 3, 2012, implementing item (4)(d) of the Senate and House of Representatives Joint Resolution No. 4, s. 2009, approved on June 17, 2009, your salary as **Administrative Aide I** is hereby adjusted effective August 3, 2024 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of August 2, 2024
(SG <u>1</u> , Step <u>7</u>) | ₱ 14,213.00
(170,556.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective August 3, 2024
(SG <u>1</u> , Step <u>8</u>) | ₱ 14,331.00
(171,972.00 p.a) |

The salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,

[Handwritten signature]
PROSE IVY G. YEPES
President

Position Title: Administrative Aide I

Salary Grade: 1

Item No. FY 2024 Plantilla of Personnel: ADA1-174-2004

cc: RAO, HRMO, RSPPRO, PLBO